



## Like Groups Policy

Guidelines for meetings of “like groups” at RVGS Library.

It is the policy of RVGS to encourage meetings of heritage-related groups, known as “like groups,” to hold meetings at the RVGS Library acknowledging the following:

1. When meeting space is available.
2. Understanding that any RVGS event will take precedence and other regular meetings may need to be rescheduled.
3. A list of approved “Like Groups” will be kept at the Reception Desk so Librarians can accept bookings. Any group not found on the approved list requires Board approval for use of the RVGS Library.
4. The Master (paper) Calendar must have the meeting contact name, phone number and organization represented: [i.e., D A R, Jane Doe, contact, 541-000-0000].
5. The Library Director will submit an Event Scheduler online. ([rvgslibrary.org](http://rvgslibrary.org) > Classes & Events > Event Scheduler).
6. Meetings when the library is closed require a trained RVGS member to be present.
7. Each organization meeting at RVGS Library will be responsible for a designated clean up person to place any furniture back in its original station, vacuum, and clean kitchen if used.
8. No fee will be charged.